

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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In Reply To:

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To: State Management Team

From: Deputy State Director, Division of Support Services

Subject: Montana/Dakotas Architectural and Engineering (A&E) Services Contract FY 2006-2010

Montana/Dakotas BLM has two new Indefinite Delivery Indefinite Quantity (IDIQ) contracts for Architectural and Engineering Services. The contracts are issued by the Contracting Officer in the National Business Center. Our previous similar contract expired at the end of FY 2005. The new contracts run for one year with up to four one-year extensions available. The two firms that have been awarded the contracts are HKM Engineering in Billings and Robert Peccia & Associates based in Helena.

The two engineering firms have good in-house capabilities and also have subcontractor engineering firms available, so that a very broad range of needs can be met.

Examples of work accomplished by this procurement method include:

- designs for roads, dams, recreation sites, water systems, and buildings
- environmental and aquatic studies
- easement surveys
- construction inspection and submittal review

Field Office engineering personnel are familiar with the process of writing task orders, and working with the A&E firms to get work completed. Numerous samples of task orders and cost estimates are available through the Montana BLM webpage, under Division of Support Services/Engineering.

In the past, BLM engineers sent the final agreed cost and task order to the Contracting Officer (CO), who then directly issued the order to the contractor. We are now reverting to the procedure whereby the BLM engineer sends the request to the CO, as a purchase request in IDEAS, and the CO requests a cost proposal from the contractor. The CO will have the contractor send the cost proposal to both the CO's Denver office and the initiating office to expedite final agreement before

the order is issued. Copies of the task order statement of work and cost estimate do not have to be attached to the purchase request in IDEAS, but rather should be emailed to the CO, and Lance Brady (MT-931).

Typically, the field office engineering staff will write the task order, prepare the cost estimate, and request State Office review and assistance as needed. When the field office sends the purchase request through IDEAS to the CO, a copy should be sent to Lance Brady at the Montana State Office. An engineer from the office that initiates the task order is designated as the technical point of contact. At the Montana State Office, Lance Brady will be the COR of the overall IDIQ contract. Lance keeps records of all task orders and modifications. The A&E firms will direct all invoices and payment questions to him.

A copy of the contract and a copy of the contract charge rates have been sent to each Zone Engineer. This type of IDIQ contract has been a useful tool for us. Under the previous 5-year contract, we awarded 50 task orders for a total cost of \$2.8 million dollars. If you have any questions, please contact Lance Brady, Civil Engineer, at (406) 896-5339.

Signed by: Sandra C. Berain

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